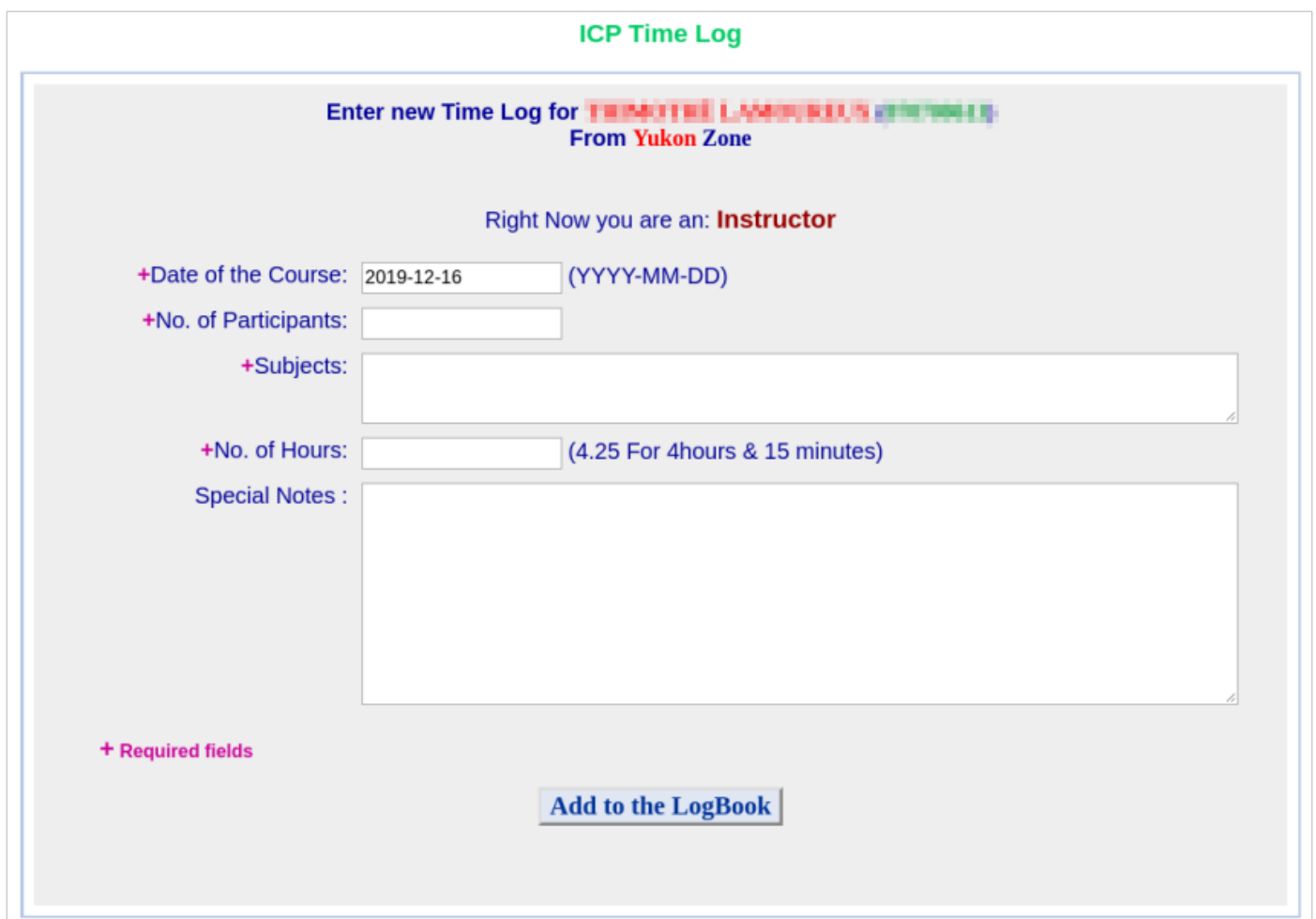


# Instructors: Logging your instructor hours

All instructors (First-aid and On-snow) are required to enter any hours they have worked as an instructor. This is done in the **NDS in the Instructor Certification Program (ICP)**. Find out more on **how to log in the NDS** if needed. These records are mandatory if you are to maintain your instructor status.

Timesheets must be entered one at a time so don't wait too long because it can become tedious to submit many of them. The form looks like this:



The screenshot shows a web form titled "ICP Time Log" in green. Below the title, it says "Enter new Time Log for **TERENCE LAMOREUX** From **Yukon Zone**". Below this, it says "Right Now you are an: **Instructor**". The form contains several input fields: "+Date of the Course:" with a text box containing "2019-12-16" and "(YYYY-MM-DD)" to its right; "+No. of Participants:" with a text box; "+Subjects:" with a large text box; "+No. of Hours:" with a text box and "(4.25 For 4hours & 15 minutes)" to its right; and "Special Notes :" with a large text box. At the bottom left, there is a pink "+ Required fields" label. At the bottom center, there is a blue button labeled "Add to the LogBook".

If you require assistance, you can always contact the VP of Education.

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